

Banquet Reservation Form

Georgia FFA-FCCLA Center

720 FFA FHA Camp Road Covington, GA 30014
Tel. (770)786-6926 Fax (770)786-1774 Email: Gaffacamp@GaAgEd.org

Instructions: First, call the office to set up your reservation. Second, fill out this form and return it to the office. Once we receive the forms, we will send you a confirmation of the reservation.

Today's Date: _____ Email: _____

Contact Person: _____ Phone: _____ Fax: _____

Name of Organization: _____

Projected Number of Guests: _____ Quoted Cost Per Person: _____

Deposit Submitted: _____

(Non-refundable deposit will be credited to bill if guaranteed number is 75% of projected number)

Banquet Date: _____

Arrival Time: _____ Serving Time: _____ Departure Time: _____

Dining Room Requested: Dining Hall Terrace Room

Paper Table Cloth? Yes No

Specifications of set up (Registration tables, head tables, podium, projector & screen, etc.)

Sound System Needs (*Wired or wireless microphones, CD player, iPod cable, etc.*):

Other Needs: _____

Menu Selection

The standard package for banquets includes:

- One Standard entrée
- Two vegetables/sides
- Tossed salad with assorted dressings
- Rolls
- Two Desserts
- Beverages (sweet & unsweet tea, lemonade, water)
- Dining Room with Tables and chairs
- White paper roll on the tables
- Podium if requested
- PA System & projector for groups of 25+

The following options are available at additional cost:

- Additional entrée or side
- Premium menu
- \$25 flat fee for a fire in the fireplace (winter only)

Premium menu options:

- ___ Grilled Ribeye Steak, Baked Potatoes, Green Beans, Rolls, Tossed Salad, Pecan & Coconut Pie, Beverages
- ___ Prime Rib, Baked Potatoes, Green Beans, Rolls, Tossed Salad, Pecan & Coconut Pie, Beverages
- ___ Turkey, Cornbread Dressing w/ Gravy, Green Beans, Sweet Potato Soufflé, Cranberry Sauce, Rolls, Pecan & Coconut Pie, Beverages

Standard Menu Options: (All meals are served buffet-style):

Standard entrée options: (Select one entrée for the standard package)

- ___ Baked Chicken
- ___ Fried Chicken
- ___ Roast Beef
- ___ Ham
- ___ Country Fried Steak
- ___ Pork Loin
- ___ Lasagna
- ___ Chicken Tenders
- ___ Hamburger Steak
- ___ Other _____

Vegetable/Sides options: (Select two for the standard package)

- ___ Rice w/ Gravy
- ___ Mashed Potatoes w/ Gravy
- ___ Baked Potatoes
- ___ Sweet Potatoes (or Soufflé)
- ___ Small Whole Potatoes
- ___ Corn (Kernel or Cob)
- ___ Macaroni and Cheese
- ___ Green Beans
- ___ Steamed Broccoli (or Casserole)
- ___ Black Eyed Peas
- ___ Lima Beans
- ___ Hash brown Casserole
- ___ Fried Okra
- ___ Other _____

Dessert Options: (Select two for the standard package)

- ___ Cobbler (Apple or Peach)
- ___ Banana Pudding
- ___ Cake (Yellow or Chocolate)
- ___ Brownies
- ___ Chocolate Pudding
- ___ Cookies
- ___ Ice Cream
- ___ Pecan or Coconut Pie (*additional cost unless served with Premium Meals*)
- ___ Other _____

Georgia FFA-FCCLA Center

Policy Acceptance Form

This form must be signed and returned before the reservation can be made.

Responsibility of Scheduling Group

It is the responsibility of the scheduling group to be aware of all Georgia FFA-FCCLA Center policies and guidelines and to ensure that all policies and guidelines are followed while event attendees are using the facility.

Payment

Payment of balance is due upon arrival. A \$25 service fee will be charged for returned checks. Payment should be done by check payable to the Georgia FFA-FCCLA Center.

Guarantee Policy

We require a guaranteed number at least 5 weekdays prior to your event. This is the minimum number that we will charge for. Your cost will be the guaranteed number (or actual number if higher) times the cost per person. There is no additional service charge or gratuity. Payment is due upon arrival for your event in the form of cash or check (payable to Georgia FFA-FCCLA Center.) We ask that payment is made by one check. Groups are required to provide an accurate serving time and an estimated ending time. We also request that dinner plates are turned in prior to starting the program.

Decrease in Number

If the guaranteed number is less than 75% of the projected number, then the deposit will be forfeited. For best accuracy, the projected number of campers should be updated by the group leader 90 days prior to the event. The guaranteed number must be at least 50% of the projected number as of 90 days prior to the event.

Cancellation of a Conference

All cancellations must be done in writing. Cancellations made sixty (60) days or less prior to the event are subject to a cancellation fee of 50% of full payment. Cancellations made more than sixty (60) days prior to the event are subject to a cancellation fee of 20% of full payment. This amount may be reduced if the Center is able to replace the reservation. All cancellations will result in a forfeiture of the deposit.

Liability

All rental groups accept the facility as-is. The Georgia FFA-FCCLA Center is not liable for any bodily injury during use of the facility. Rental groups are responsible for providing qualified medical staff and medical supplies for their group. The Georgia FFA-FCCLA Center assumes no liability for accidents or theft. The Georgia FFA-FCCLA Center does not assume responsibility for the damage to, or loss of, any merchandise, property, or equipment left prior to, during or following an event. Liability for damage to the premises will be the responsibility of the contracting party and will be charged back to them accordingly. The Georgia FFA-FCCLA Center reserves the right to inspect all events being held at the center.

Damages

There will be a charge for any and all damages to the facility, equipment and/or furnishings which occur during use. This includes tape on walls, doors and/or floor. There will also be a charge when excess cleanup is required. Please do not use confetti or glitter for decorations. Please do not use any tacks, nails or screws unless approved by one of the Center Staff members.

Use of Center Name

The organization or individual must agree that no advertisement or other public statement shall assert or imply that the Georgia FFA-FCCLA Center supports, approves, or endorses any product, service, interest, position, or ideology of the organization or individual, without written approval by the Georgia FFA-FCCLA Center Director in advance of publication.

Security

Groups with a projected number of more than 200 or groups with exclusive use of the facility agree to provide security for their group.

Contracting Outside Services

Any catering or rental of equipment from outside sources must be approved by the Center. (Examples: pizza, moonwalk, golf carts)

Guest Policies

- Alcoholic beverages are prohibited on the facility.
- Tobacco products are prohibited in all buildings.
- Pets are prohibited on center property, except animals such as seeing-eye dogs, etc.
- Firearms and weapons are prohibited without prior approval of the Center Director.
- Use of boat dock and ramp is prohibited; these facilities are for Center use only.
- Guest vehicles are to remain parked during your stay.
- Guests are prohibited from riding on tailgates of pick-ups.
- All guests must be in an organized group activity after 10:00 PM.
- Roller blades, skateboards, and scooters are prohibited.
- Failure to abide by policies and procedures may result in additional fees.

Please fill in the name of the renting organization in each blank:

(renting organization) releases and holds harmless the Georgia FFA-FCCLA Center, their representatives, agents, servants and employees from all claims, actions, damages, liabilities, and expenses of any kind or nature resulting in loss of life, personal or bodily injury, and/or damage to property arising out of or from any occurrence in, upon, or at the Georgia FFA-FCCLA Center.

I do hereby acknowledge that I have reviewed the Georgia FFA-FCCLA Center Policies, and I agree to the terms and conditions stated.

Group Name	Event Date
Group Leader Name (Print)	Title
Group Leader Signature	Date
Georgia FFA-FCCLA Center Representative Signature	Date

Return this form to:

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